

**CITY OF HOMER**  
**JOB DESCRIPTION AND SPECIFICATIONS**

**CAMP FEE COLLECTOR**

<b>Department:</b>	Public Works	<b>Sub-Department:</b>	Parks
<b>Reports To:</b>	Parks Maint Coord.	<b>Backed Up By:</b>	As Assigned
<b>Supervises:</b>	None	<b>Backs Up:</b>	As Assigned
<b>Pay Range:</b>	4	<b>Classification:</b>	Full-Time/Temporary
<b>FLSA Status:</b>	Non-Exempt		

**GENERAL FUNCTIONS**

Responsible for collecting campground fees, supplying general information to tourists, and grounds maintenance.

**JOB FUNCTIONS AND MAJOR ACTIVITIES**

1. Collects campground fees.
2. Cleans and stocks restroom/outhouse facilities.
3. General grounds maintenance and litter pickup of city campgrounds and misc. city facilities/grounds.
4. Maintenance of flowers, trees and shrubs.
5. Painting and minor repairs.
6. Other duties as directed by supervisor

**SKILLS, KNOWLEDGE AND ABILITIES** Able to work efficiently under limited supervision. Must be self-motivated with attention to detail and able to follow directions accurately. Ability to collect and balance cash transactions. Must be 18 years of age or older. Valid Drivers license required. Knowledge of services and facilities available to visitors desired. Working knowledge of hand tools, weed eater and other miscellaneous gardening equipment desirable. Friendly with ability to communicate effectively with the public in the collection of camping fees.

**DECISION MAKING RESPONSIBILITIES** Direction given daily of specific nature.

**SUPERVISORY AUTHORITY** None.

**EXTERNAL VISIBILITY/CONTACT** High visibility and contact with public and low contact with key service personnel.

**WORKING CONDITIONS** Involves working outside at least 80% of the time with exposure to adverse weather conditions. Involves frequent physical effort in lifting up to 50 lbs or working in awkward positions with tools or equipment. Ability to bend, stretch, pull and lift required. May be required to work overtime, holidays or weekends.

Received: \_\_\_\_\_ Approved: \_\_\_\_\_  
Employee: \_\_\_\_\_ Dept Head: \_\_\_\_\_ Personnel: \_\_\_\_\_ City Manager: \_\_\_\_\_ (3/06)